

Athena Pages: Editing a Page: Page Content Tab

Last Modified on 04/19/2022 2:35 pm CDT

NOTE: If you are looking to activate or deactivate an already created item [click here](#).

This article is about editing the Content tab in the Pages app in Athena. When editing Pages, the Page Content Tab allows you to edit the different sections of your Page to better sort it on the website. Below are brief descriptions of each box in the Page Content Tab.

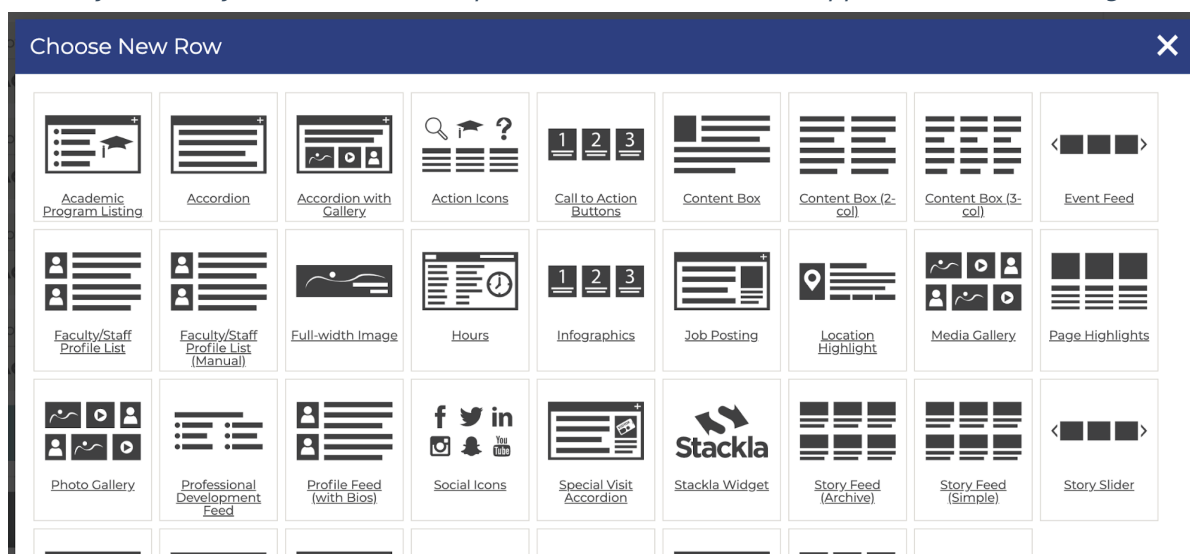
To Add a Row:

1. Click **Add Row** to add rows as desired.



2. Select the desired row(s).


NOTE: The rows available for use may vary based on unit(s) and system(s). Contact the Help Desk if you think you should have a specific row but it does not appear in the row listing.



3. Click **Done** to return to the editing area.
4. Proceed to Edit a Row instructions.

NOTE: If a row is added but not edited, the empty row will be discarded at the next save.

To Edit a Row:

1. Click the accordion () to open the desired row.
2. Edit the row as desired.

NOTE: For help with a specific row, see [Athena Pages: Content Rows](#).

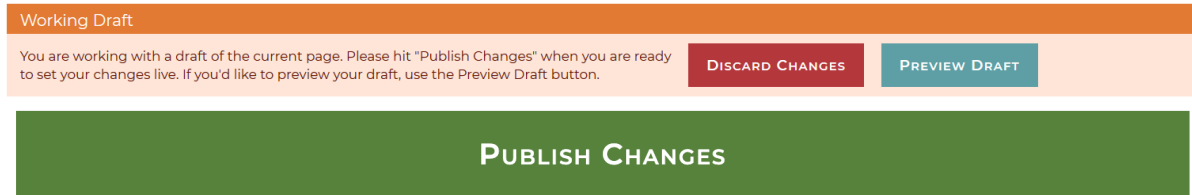
3. Click **Save**.

NOTE: At this step, your changes are saved to an unpublished draft of the page. Proceed to

the next step to publish the reordered rows.

4. Click **Publish Changes**.

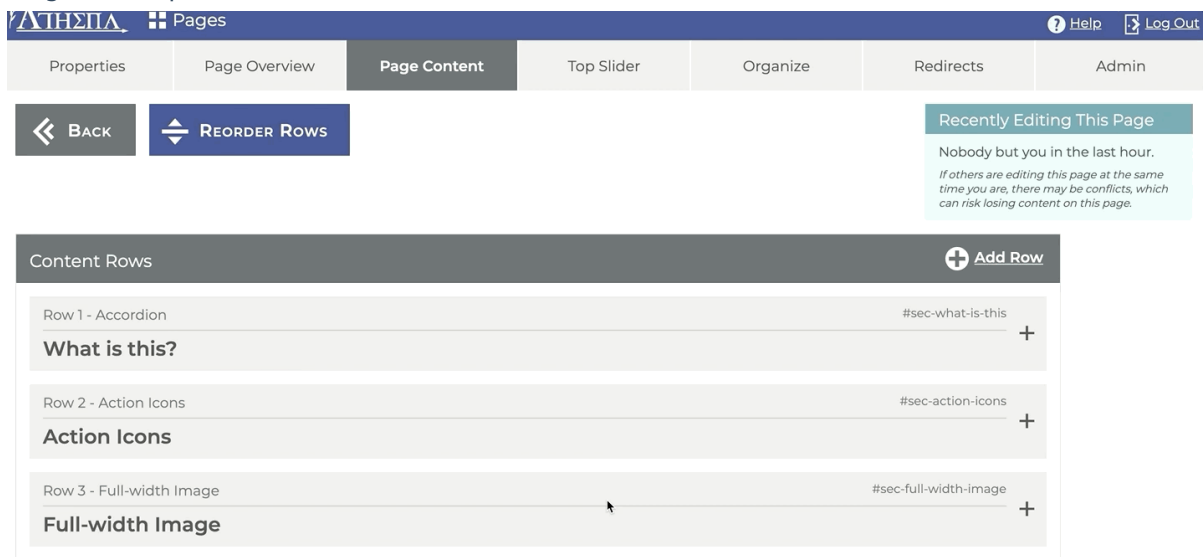
NOTE: If you want to preview your edits before publishing select the grey blue "Preview Draft" button. Or, if you would like to revert back to the most recently published draft, click the red "Discard Changes" button



5. (Optional) Proceed to the [Top Slider tab](#).

To Reorder the Rows:

1. Click **Reorder Rows**.
2. Drag-and-drop the rows into the desired order.



3. Click **Save**.

NOTE: At this step, your changes are saved to an unpublished draft of the page. Proceed to the next step to publish the reordered rows.

4. Click **Publish Changes**.



5. (Optional) Proceed to the [Top Slider tab](#).

To Delete a Row:

1. Click the accordion () to open the desired row.
2. Click **Delete Row**.

DELETE ROW

3. Click **Publish Changes**.

PUBLISH CHANGES

4. (Optional) Proceed to the [Top Slider tab](#).

Still need help?

If you have questions related to this article, please contact the LTS Help Desk at [715-836-5711](tel:715-836-5711) or helpdesk@uwec.edu.